

**SUMMARY OF THE
ACCREDITING AUTHORITY COMMITTEE MEETING
JUNE 27, 2001**

The Accrediting Authority Committee of the National Environmental Laboratory Accreditation Conference (NELAC) met on Wednesday, June 27, 2001 at 2:30 p.m. Eastern Standard Time (EST) by teleconference. The meeting was led by its chair, Mr. Louis Johnson of the Louisiana Department of Environmental Quality. A list of action items is given in Attachment A. A list of participants is given in Attachment B. *The purpose of the meeting was to continue progress on previously distributed agenda items.*

INTRODUCTION

Mr. Johnson began the meeting by welcoming those in attendance to the teleconference. Attendance was recorded as each committee member introduced themselves.

REPLACEMENT OF COMMITTEE MEMBERS

Mr. Johnson asked for discussion of a nominee to the Accrediting Authority Committee as to his qualifications and level of interest in serving on this committee. Previous consideration of an earlier nominee had to be suspended due to membership rules related to rotational appointments that in general do not allow a person from the same company to fill the vacancy. The names of two other volunteers, provided by the Membership and Outreach Committee, were considered. The committee members will contact these individuals on their willingness to participate. The committee will submit their choice to the NELAC Board of Directors (BoD) for nomination to their committee as a contributor during the next scheduled teleconference.

Mr. Paul Baker was appointed as voting member to replace a departing committee member whose term was not completed. The committee had requested approval from the BoD for Mr. Baker to serve another term. Mr. Johnson indicated that he had received approval from the NELAC Director, Ms. Jeanne Hankins, for Mr. Baker to serve a full term after completing the term of service of the departing member.

RESOLUTION CLEARINGHOUSE

The process for resolving disagreements/interpretations between non-National Environmental Laboratory Accreditation Program (NELAP) Accrediting Authorities and NELAP Accrediting Authorities was discussed. The committee unanimously agreed that the current language concerning resolution of conflicts adequately addresses these issues.

QMP DOCUMENT FOR NELAP

Mr. Johnson requested an update on the development of Standard Operating Procedure (SOP) documents for the NELAP accreditation process. Ms. Sharon Mertens, and Mr. Steve Arms continue to work on drafting a QMP (Quality Management Plan) document along with Ms. Roxanne Robinson. The committee plans to use the existing NACLA (National Cooperation for Laboratory Accreditation, Revision C) document to develop a NELAP QMP. Ms. Sharon

Mertens plans to contact Dr. Jeff Flowers about his work on the QMP. The committee members were in agreement that they should have a draft QMP document ready for presentation at the upcoming Seventh NELAC Interim Meeting (NELAC 7i).

FUTURE TELECONFERENCES

Mr. Johnson reminded those present at the meeting of the next Accrediting Authority teleconference which is scheduled for July 11, 2001 at 2:30 p.m. Eastern Daylight Time (EDT).

ADJOURNMENT

Mr. Johnson summarized the progress from the meeting, reminding all members of their tasks and impending deadlines. He then called for any further discussion of old business or any new topics for the committees' consideration. No further discussion was initiated so Mr. Johnson adjourned the meeting after thanking those in attendance.

**ACTION ITEMS
ACCREDITING AUTHORITY COMMITTEE MEETING
JUNE 27, 2001**

Item No.	Action	Date to be Completed
1.	Ms. Mertens will contact prospective members about their interest in serving on the committee.	7/11/01
2.	Ms. Mertens will contact Dr. Jeff Flowers about the past QMP activities.	7/11/01
3.	The committee will elect a new contributor member to replace Dr. Jeff Flowers whose term was completed.	7/11/01
4.	Ms. Mertens, and Mr. Steve Arms continue to work on compiling a first drafting QMP document along with Ms. Roxanne Robinson.	12/01

**PARTICIPANTS
ACCREDITING AUTHORITY COMMITTEE MEETING
JUNE 27, 2001**

Name	Affiliation	Address
Johnson, Louis Chair	LA Department of Environmental Quality	T: (225)765-2405 F: (225)765-2408 E: louis_j@deq.state.la.us
Baker, Paul	PA Dept. Of Environmental Protection, Bureau of Laboratories	T: (717)783-1978 F: (717)783-1502 E: baker.paul@dep.state.pa.us
Cusick, William (Absent)	American Association of Pest Control Officials	T: (916)262-1434 F: (916)262-1572 E: wcusick@cdfa.ca.gov
Glick, Ed (Absent)	USEPA/OW/OGWDW-TSC	T: (513)569-7939 F: (513)569-7191 E: glick.ed@epa.gov
Hoatson, Scott	Del Mar Analytical	T: (949) 261-1022 F: (949) 261-1228 E: shoatson@dmalabs.com
Krisztian, George (Absent)	State of Michigan - Dept. of Env. Quality	T: (517)335-8812 F: (517)335-9600 E: krisztig@state.mi.us
Mertens, Sharon	STL Austin	T: (512) 310-5236 F: (512) 244-0160 E: smertens@stl-inc.com
Robinson, Roxanne (Absent)	A2LA	T: (301) 644-3208 F: (301) 622-2974 E: rrobinson@a2la.org
Arms, Stephen	Florida Dept. of Health Environmental Laboratory Certification Program	T: (904) 791-1502 F: (904) 791-1591 E: steve_arms@doh.state.fl.us
Ennis, Todd (Contractor Support)	Research Triangle Institute	T: (919)541-7226 F: (919)541-7386 E: jte@rti.org
Scott Guthrie (Contractor Support)	Research Triangle Institute	T: (919)541-6232 F: (919)541-7386 E: guthrie@rti.org